



MICHELLE BAXTER

DENTAL ASSISTANT 📍 LOS ANGELES, CA 90291, UNITED STATES 📞 (541) 754-3010

◦ DETAILS ◦

1515 Pacific Ave, Los Angeles, CA
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Place of birth
San Antonio

Nationality
American

Driving license
Full

◦ LINKS ◦

[Twitter](#)

[Linkedin](#)

◦ SKILLS ◦

Dentrix

SOFTDENT

Eaglesoft

PracticeWork

X-Ray Machines

DEXIS

Apteryx

Probes

Anesthetic

Sterilization Equipment

Surgical Utensils

Sealants

Veneers

Crowns

Fillings

Root Canals

Implants

Root Planing

Scaling

Teeth Cleaning Instruments

👤 PROFILE

Patient-focused Dental Assistant with excellent knowledge regarding most recent at-home care practices related to oral hygiene and preventative dental care. A member of the Dental Assistant's Association and frequent recipient of the top Dental Assistant quarterly award in the county. An average score of 95% from monthly customer satisfaction surveys for the last 24 months—specialist knowledge of pediatric dental; procedures and alternative anesthetics protocols. Currently busy with an Advanced Diploma in Non-Invasive Dental Procedures.

📁 EMPLOYMENT HISTORY

Senior Dental Assistant at BKJ & Associates, Springfield

January 2019 — June 2020

Receive an average of 5 patient thank you letters per month for oral hygiene procedures performed, and maintained a 95% score in the quarterly customer satisfaction survey.

- Provide chair-side support to a solo Dentist practice
- Prioritize patient care and oral hygiene education
- Assist with filling, extraction, and crowns procedures
- Taking impressions and pouring them into molds
- Prepare patients for in-room surgeries
- Keep detailed records of all procedures and sundries used to update claim forms according to universal dental practice codes
- Prepare and sanitize examination areas before each appointment

Dental Assistant at Bluseal Medical Centre, Seattle

January 2017 — December 2018

Decreased sterilization and sanitation activities by implementing the usage of multifunctional cleaning products and electrical sanitation tools.

- Operate equipment and monitors per instruction of the dentist
- Layout instruments on the dentistry table before each procedure
- Sterilize equipment and instruments used during procedures
- Administer fluoride molds and conduct teeth polishing after check-up is completed
- Responsible for office administration such as appointments, aftercare calls, invoicing, and healthcare insurance claims
- Perform lab duties such as mixing materials for molds and casts
- Conduct a weekly stock take to top up sundries and pharmaceutical products
- Manage finances and track patient payments
- Responsible for tracking insurance claims and progress reports regarding claims payouts
- Fill in new patient records and update current patient particulars

Intern Dental Assistant at Department of Public Health, Philadelphia

January 2016 — November 2016

Received four commendations for efficient four-handed dentistry from the Association for Dental Assistants quality review panel.

- Oversee the dental practice and suggest improvements to increase practice efficiency, branding, and cashflow

Recordkeeping
Periodontal Charting
Infection Control
Stain Removal
Self-Care Programs
Surgical Instruments
Dental Technology
Coronal Instruments
Cerec
Coronal Instruments
Dental Impressions
ICD 10
Invisalign

◦ **LANGUAGES** ◦

English

French

- Provide preventive dental care, examine teeth and gums, do a comprehensive cleaning of teeth and explain oral hygiene practices to patients.

🎓 **EDUCATION**

○ **Associate of Science – Dental Hygiene, Oxnard College, Oxnard**
June 2017 — June 2019

Course Topics: Oral Anatomy, Dental Materials, Dental Office Administration, Dental Pharmacology, Dental Radiography

○ **Certified Member, California Dental Assistant Association, Orange County**
May 2018 — December 2018

○ **Certified Dental Assistant (CDA), Dental Assisting National Board, Chicago**
January 2015 — December 2016

Exams completed: General Chairside Assisting (GC), Radiation Health and Safety (RHS), Infection Control (ICE)

🔧 **COURSES**

○ **Smile Wright Course Programme, Smile Wight Dental Assistant School, Sometown, CT**
June 2020 — June 2020